

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HEALTH AND RECOVERY SERVICES ADMINISTRATION
Olympia, Washington**

To: Approved Childbirth Education
Providers
Managed Care Organizations

Memorandum No: 06-19
Issued: April 19, 2006

From: Douglas Porter, Assistant Secretary
Health and Recovery Services
Administration (HRSA)

For information, contact:
800.562.3022
<http://maa.dshs.wa.gov/contact/prucontact.asp>

Subject: First Steps Childbirth Education Program: HCFA-1500 Claim Form Required for Billing

Effective for dates of services on and after May 1, 2006, providers must use the HCFA-1500 claim form to bill for childbirth education services provided to HRSA clients.

What has changed?

Beginning May 1, 2006, providers must use the HCFA 1500 claim form when billing HRSA for services provided to HRSA clients. HRSA will no longer accept the Childbirth Education Billing Form, DSHS 13-724.

How do I use the HCFA-1500 Claim Form?

Refer to HRSA's current *General Information Booklet* for instructions on completing the HCFA-1500 claim form. You may download this booklet from HRSA's website at: <http://maa.dshs.wa.gov/download/Billing%20Instructions%20Web%20Pages/General%20Information.html> or request a paper copy from the Department of Printing (see Important Contacts section). For specific instruction related to Childbirth Education, read the revised pages to HRSA's *Childbirth Education Billing Instructions* (attached to this memorandum).

Billing Instructions Replacement Pages

Attached are replacement pages i-ii, E.1–E.2, and F.1-F.2 for HRSA's current *Childbirth Education Billing Instructions*.

How do I conduct business electronically with HRSA?

You may conduct business electronically with HRSA by accessing the WAMedWeb at <http://wamedweb.acs-inc.com>.

How can I get HRSA's provider documents?

To obtain DSHS/HRSA provider numbered memoranda and billing instruction, go to the DSHS/HRSA website at <http://hrsa.dshs.wa.gov> (click *the Billing Instructions and Numbered Memorandum* link). These may be downloaded and printed.

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Important Contacts

A provider may contact HRSA with questions regarding its programs. However, HRSA's response is based solely on the information provided to HRSA's representative at the time of inquiry, and in no way exempts a provider from following the laws and rules that govern HRSA's programs. [WAC 388-502-0020(2)]

Where do I call to ask about a provider application packet?

Call the Department of Health at
360.236.3552

Where do I send my HCFA-1500 claims?

Division of Program Support
P.O. Box 9245
Olympia, WA 98507-9245

How do I obtain copies of billing instructions or numbered memoranda?

To **view and download**, visit HRSA on the web: <http://maa.dshs.wa.gov>. Click on *Billing Instructions/ Numbered Memoranda*

To **have a paper copy sent to you**, visit the Dept. of Printing on the web: <http://www.prt.wa.gov>. Click on *General Store*.

Who do I contact if I have questions on...

Program/Application

Policy/Program Oversight
Department of Health (DOH)
Maternal and Infant Health
360.236.3552

Billing Questions

HRSA Customer Service Center for Providers
<http://maa.dshs.wa.gov/provrel/>
800.562.6188 (toll free)

Private insurance or third-party liability, other than Healthy Options

Coordination of Benefits Section
800.562.6136 (toll free)

Billing

What is the time limit for billing? [Refer to WAC 388-502-0150]

HRSA requires providers to submit claims within 365 days of the delivery of service.

What fee must I bill HRSA?

Bill HRSA your usual and customary fee.

What records must be kept?

Specific to Childbirth Education:

Providers must:

- Maintain documentation of names of First Steps attendees and dates they participated in the classes (a client sign-in sheet is preferred for each class); and
- Make charts and records available to DSHS, its contractors [such as the Department of Health], and the US Department of Health and Human Services, upon their request, for at least six years from the date of service or more if required by federal or state law or regulation. [Refer to WAC 388-502-0020]

Billing Electronically

HRSA strongly recommends Childbirth Education provider submit billings electronically. For more information on Electronic Billing, go to:

<https://wamedweb.acs-inc.com/wa/general/home.do>

Billing Hardcopy

To bill hardcopy, send completed HCFA-1500 claim forms to:

Division of Program Support
PO Box 9245
Olympia, WA 98507-9245

(Blank HCFA-1500 forms may be obtained through most office supply stores.)

Fee Schedule

Note: CBE providers must be approved by the Department of Health in order to bill for this service.

Reimbursement for Childbirth Education

Reimbursement for Childbirth Education classes includes all classes and educational materials provided throughout the session. Reimbursement is limited to one series per client, per pregnancy. Use the most appropriate diagnosis code (such as V22.2) when billing for the following procedure code:

Procedure Code	Modifier	Brief Description	Maximum Allowable Fee Effective 10/1/03
S9436	HD	Childbirth Education Classes, per client, per series	\$ 60.00

(Entire Page Changed.)

How to Complete a HCFA-1500 Claim Form for Childbirth Education

Refer to HRSA's current *General Information Booklet* for instructions on completing the HCFA-1500 claim form.

You may download this booklet from HRSA's website at:

<http://maa.dshs.wa.gov/download/Billing%20Instructions%20Web%20Pages/General%20Information.html> or request a paper copy from the Department of Printing (see *Important Contacts* section).

Instructions Specific to Childbirth Education Providers

Field Number	Instructions
24B	Enter Place of Service. Example code 99 (other), 12 (office)
24D	Enter HCPCS code S9436 with modifier HD (S9436-HD)

(Entire Page is New.)

(Sample HCFA-1500 here).